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State of Idaho
Department of Administration
Division of Public Works

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Telephone (208) 332-1900
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August 10, 2021

REQUEST FOR QUALIFICATIONS

TO: Asbestos Consultants

FROM: Pat Donaldson, Administrator 

RE: Asbestos Abatement Design Services, Statewide

Submittals will be received at the Division of Public Works, 502 N 4th Street, PO Box 83720 Boise, Idaho 83720-0072 until **August 26, 2021** at 5:00 PM, for furnishing design services for asbestos abatement projects to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Josh Lewis, Asbestos Program Manager
Division of Public Works
PO Box 83720
Boise, Idaho 83720-0072
Phone: (208) 332-1908

DESCRIPTION OF PROJECT

Annually there are approximately 20 asbestos abatement projects around the State with an estimated total budget of over \$500,000. Asbestos Consultants will be selected on the basis of their ability to analyze and design asbestos abatement projects. It is anticipated that two or more firms will be selected to work throughout the state. These contracts are intended to be for a period of three years. Total fees to be authorized under these contracts will depend on Legislative or Agency funding and may vary greatly depending on region. Projects will be administered by the Division of Public Works in Boise, Idaho. Firms selected will be required to attend meetings in the DPW offices in Boise.

Fees will be determined on the basis of time and materials, or a fixed contract plus reimbursables, whichever is determined to be fair and equitable.

REQUIRED SERVICES

The State is requesting submittals for full Asbestos Consultant services.

A relatively complete construction cost estimate will be required following the Survey and Assessment Phase.

The Asbestos Consultant will be responsible for Survey and Assessment, Construction Documents, Bidding Assistance, Construction Observation, Industrial Hygienist Services, Quality Assurance/Quality Control and Testing, and Onsite Analysis of air samples (Phase Contrast Microscopy) as requested by the Division of Public Works.

The Asbestos Consultant may be required to make a presentation to the Permanent Building Fund Advisory Council for large projects. The Asbestos Consultant, during all phases, shall incorporate into the design any code compliance, energy efficiency, and building maintenance concerns.

The Asbestos Consultant will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings shall include funds expended and specific accomplishments related to the completion of the project.

SUBMITTAL CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

The Division of Public Works reserves the right to investigate and confirm the financial responsibility of the submitting firm. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of submittals.

- B. **Specific Qualifications:** List the Project Asbestos Consultant expected to accomplish this work including anticipated consultants. Describe personnel who will perform the various tasks including: the amount of their involvement, their responsibilities, and their qualifications. Provide a list of five (5) asbestos abatement projects, and include brief descriptions that show ability to complete projects of this scope.
- C. **Past Performance:** List asbestos abatement projects; including Public Works projects as well as other projects.
- D. **Examples of Work:** Photographs, preliminary drawings, working drawings, and specifications may be submitted as examples of your work. For Asbestos Consultants who have done work for the Division of Public Works in the past three years, reference to a project or projects will be sufficient in lieu of examples.
- E. **Special requirements:** Provide information regarding specific involvement with these projects or expertise in these types of projects. Examples may include: design of previous projects or phases, preliminary studies or surveys of similar projects, special training or experience in these types of services.
- F. **Additional Information:** Indicate the location of the office where the services will be performed, and identify the contact person for your firm.

- G. **Format:** To assist in evaluation it is desired that submittals follow a format similar to the headings listed above. Submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform on these projects and the approach to designing specific projects. Performance on past projects with the State of Idaho and other clients is a highly important factor. **Provide 5 copies of the submittal** and one copy each of any other data (i.e. examples of work).

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from Agencies, will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. An evaluation committee consisting of persons from the Division of Public Works and others will rank the submittals and the top five (5) ranking firms will be selected for personal interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	25
C	Approach to Project	25
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	10
G	Format	5
		100

The Asbestos Consultants invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Asbestos Consultants will be presenting in person at Division of Public Works, 502 N. 4th Street, Boise, Idaho, 83720. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F listed above and demonstrate via verbal and virtual communication the ability to complete the design services requested; 15-20 minutes for the selection committee to ask questions; and 5-10 minutes for the Asbestos Consultant to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20

Communication Skills	20
	100

AWARD

Based on the results of evaluation of the submittals, the Division of Public Works will recommend a course of action to the Permanent Building Fund Advisory Council at the meeting following the evaluation. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration, in accordance with prescribed procedures.

PROPOSED DATES

Receive Submittals	August 26, 2021
Oral Interviews	August 31, 2021
Review by Permanent Building Fund Advisory Council	September 7, 2021
Negotiate Contract	September 2021
Contracts in Place	September 2021

SELECTION

The State will attempt to select two or more firms at the Permanent Building Fund Advisory Council meeting following evaluation of the submittals. Upon selection of firms, the State will issue a Letter of Intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the submittal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. Proposer must be an Asbestos Consultant licensed by the State of Idaho.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.